



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

Hammond

June 29, 2001

Board of Supervisors

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To: Supervisor Michael D. Antonovich, Mayor
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From: David E. Janssen
Chief Administrative Officer

SHERIFF DEPARTMENT'S BOARD LETTERS FOR CONTRACT EXTENSIONS - (ITEM NOS. 54, 55 AND 56 - AGENDA OF JULY 3, 2001)

The Sheriff Department is requesting your Board's approval of extensions for Fleet Maintenance, Security, and Transcription Services contracts which will expire shortly. While these Board letters were not filed three weeks in advance, for reasons discussed below, they have been placed on the July 3, 2001 Board Agenda for your consideration.

Fleet Maintenance and Security Services

Contracts for fleet maintenance and security services will expire June 30, 2001 and July 11, 2001, respectively. The selection processes to award new contracts for these services have concluded. However, County Counsel has advised the Sheriff Department to request extensions to allow sufficient time for appeals and transition changes if necessary. Three-month extensions have been requested for both contracts.

Transcription Services

Transcription services are provided by three vendors whose contracts will expire on June 30, 2001. These contracts are used primarily by the Sheriff Department's Internal Investigations Unit for peak workload demands only. The primary reason for the delay is the Department must re-solicit proposals under Proposition A requirements and failed to request an extension of the existing contracts in a timely manner. No services will be used until the Board approves the requested nine-month extension on the contracts.



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We recommend approval of the requested extensions. No retroactive approvals are required and no retroactive expenses will be incurred.

If you have questions, please contact Rochelle Goff at (213) 893-1217.

DEJ:GD

RG:ljp

c: Sheriff
Executive Officer, Board of Supervisors
County Counsel

retrocontracts.bm